

ACCESS TO ETP RECORDS

In general, ETP records are open to inspection and copying by the public pursuant to the California Public Records Act (Government Code Section 6250 et seq.).

HOW DO I REQUEST RECORDS? You may make a request in person or by telephone, or in writing (letter, E-Mail or FAX). Your request should be directed to the contact person named at the end of this document.

WHAT SHOULD I ASK FOR? You should make your request as specific as possible, so that ETP staff can readily locate the records. For example, describe the type or class of documents and give dates, to the extent known. If you are unsure, ETP staff will assist you in identifying the records you seek.

WHAT IF RECORDS CANNOT BE DISCLOSED? If ETP decides that all or part of the requested records are confidential, or otherwise exempt from disclosure, staff will inform you of the reasons in writing. This response will also identify the person responsible for making the decision to not disclose, by name and title. Note: The records must already be in existence. ETP will not compile original data; conduct a survey or study; or extract electronic data by computer programming, just in order to produce the requested information.

WHEN CAN I INSPECT RECORDS? ETP records are available for inspection during normal business hours at the office where they are located. These hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except for State holidays.

AM I REQUIRED TO IDENTIFY MYSELF? No, so long as the records are readily available for inspection (for example, the records do not need to be redacted to remove confidential information). Otherwise, staff will document your request in writing, and ask for your contact information in order to let you know when they will be available. Of course, that information is necessary if you want to receive the records by mail or E-Mail.

HOW QUICKLY WILL ETP RESPOND? If the records are readily accessible and require no redaction, they will be made available for inspection as soon as possible. If not, ETP has 10 calendar days from receipt of your request. This time period may be extended another 14 calendar days if the records are voluminous, or difficult to retrieve. You will be notified in writing of: (1) the location, date and time at which the requested records may be inspected; or, (2) the date on which the records will be mailed or electronically transmitted; and, (3) why some or all of the records are not subject to disclosure, with reference to the Public Records Act.

CAN I REMOVE RECORDS FROM THE PREMISES? No. Records cannot be removed from the ETP office for any reason. ETP will provide a suitable area for you to see the records. A staff person will be present to ensure that records are not tampered with or removed.

IS THERE A COST? No. There is no cost to inspect public records. You can also ask for a copy of public records, in whole or in part. ETP will do the copying as soon as practicable upon payment of a nominal fee (\$.10 a page). Or, you can arrange to have a copy service come to the ETP offices to make the copies at your cost.

CAN I RECEIVE ELECTRONIC COPIES? Yes. Upon request, ETP will transmit any records that are already in electronic format. Typically, this will be done as an E-Mail attachment at no cost. However, ETP will not scan print documents into an electronic format, or undertake computer programming in order to reformat electronic documents.

WHO SHOULD I CONTACT? To inspect or copy ETP records, please contact:

Robin Hope, Manager
Administration Unit
Employment Training Panel
1100 "J" Street, 4th Floor
Sacramento, CA 95814
(916) 327-5570
rhope@etp.ca.gov